



DoDEA ADMINISTRATIVE INSTRUCTION 3021.01

DoDEA NOTIFICATION SYSTEM PROGRAM

Originating Division: Operations, Plans, Legislation and Policy

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Approved by: Thomas M. Brady, Director

Purpose: In accordance with Department of Defense (DoD) Instruction 6055.17 and DoD Instruction 3001.02, this Issuance establishes responsibilities and procedures for distributing notification messages to DoDEA-affiliated personnel using the DoDEA Notification System (DNS).

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SECTION 1: GENERAL ISSUANCE INFORMATION

1.1. APPLICABILITY. This Issuance applies to the Office of the Director, DoDEA; the Principal Deputy Director and Associate Director for Academics, DoDEA; the Associate Director for Financial and Business Operations, DoDEA; the Chief of Staff, DoDEA; the Director for Student Excellence, DoDEA Americas/Associate Director for Performance and Accountability (formerly the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba)); the Director for Student Excellence, DoDEA Europe (formerly the Director, Department of Defense Dependents Schools, Europe (DoDDS-E)); the Director for Student Excellence, DoDEA Pacific (formerly the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam)); (referred to collectively in this issuance as "DoDEA Region Directors for Student Excellence"); and all DoDEA region, district, community, and school leaders and support staff.

1.2. POLICY.

- a. It is DoDEA policy that the DNS is a DoDEA leaders' system for distributing emergency and non-emergency information and directions to DoDEA-affiliated personnel.
- b. The collection of Personally Identifiable Information (PII) from DoDEA-affiliated personnel is required to enable DNS messaging.

1.3. INFORMATION COLLECTION. This Issuance may result in the collection of information, such as PII, due to its policy and procedures. Any collection of information must follow all applicable Federal, DoD, and DoDEA regulations, policies, and guidance.

SECTION 2: RESPONSIBILITIES

2.1. DODEA DIRECTOR. The DoDEA Director:

- a. Establishes policy, procedures, and the resourcing required for the effective utilization and maintenance of the DNS.
- b. Assigns responsibility for the DNS program to the Chief, Operations, Plans Legislation and Policy.

2.2. DODEA CHIEF, OPERATIONS, PLANS, LEGISLATION, AND POLICY. The DoDEA Chief, Operations, Plans, Legislation and Policy:

- a. Manages the global DNS structure.
- b. Appoints the DNS Program Manager.

2.3. DODEA NOTIFICATION SYSTEM PROGRAM MANAGER. The DNS Program Manager:

- a. Serves as the DNS system administrator and the DoDEA Headquarters DNS operator.
- b. Serves as the DNS Contracting Officer Representative.
- c. Coordinates with the DoDEA Chief, Information Technology Division to:
 - (1) Establish procedures for transferring DoDEA employee contact data transfer from the Fourth Estate Personnel Accountability and Assessment System (FEPAAS) into the DNS.
 - (2) Establish procedures for transferring DoDEA parent contact data transfer from the DoDEA Student Information System (SIS) into the DNS.
- d. Coordinates DNS messaging activities when DoDEA Headquarters (HQ) involvement is appropriate.
- e. Monitors DoDEA-organization DNS messaging during emergency events and provides guidance and instructions as needed to ensure the timely provision of essential information and directions to DoDEA-affiliated personnel affected by an emergency event.
- f. Ensures DoDEA's use of the DNS remains in compliance with Section 701 et seq. of Title 29, United States Code, also known and referred to as "Section 503 of The Rehabilitation Act of 1973."
- g. Monitors DNS administrator and operator appointments, ensuring:
 - (1) A primary and alternate system administrator is appointed within each region.

(2) A primary and a minimum of one alternate system operator is appointed for each region office, each district office, and each DoDEA school. Maintains a current list of appointed DNS administrators and operators and ensures the maintenance of their DNS accounts.

h. Conducts an annual DNS program review to ensure the system supports DoDEA's messaging (emergency and non-emergency) requirements.

i. Coordinates DNS administrator and operator training requirements.

2.4. DODEA DIRECTORS FOR STUDENT EXCELLENCE. The DoDEA Directors for Student Excellence:

a. Appoint, at the region level, DNS primary and alternate DNS administrators and operators.

b. Require DoDEA employees and DoD contractor personnel working on a DoDEA-funded contract overseas in the region to provide contact information in accordance with this Issuance.

c. Approve the release of regional-level messages.

2.5. DODEA DISTRICT AND COMMUNITY SUPERINTENDENTS. The DoDEA District and Community Superintendents:

a. Appoint, at the district level, primary and alternate DNS operators.

b. Require DoDEA employees and DoD contractor personnel working on a DoDEA-funded contract in the district to provide contact information in accordance with this Issuance.

c. Approve the release of district-level messages.

d. Coordinate with military installation emergency management and safety personnel throughout the district to ensure a coordinated messaging plan for informing and directing DoDEA-affiliated personnel during emergency events.

2.6. DODEA SCHOOL PRINCIPALS. The DoDEA School Principals:

a. Appoint, at the school level, primary and alternate DNS operators.

b. Manage the school's use of the DNS to include approving the release of school messages.

c. Require DoDEA employees and DoD contractor personnel working on a DoDEA-funded contract in the school to provide contact information in accordance with this Issuance.

d. Coordinate with local military installation emergency management and safety personnel to ensure a coordinated messaging plan for informing and directing DoDEA-affiliated personnel during installation emergency, safety, and other high priority installation events.

2.7. DODEA NOTIFICATION SYSTEM ADMINISTRATORS AND OPERATORS. The DNS administrators and operators at each organizational level manage the use of the system. DNS administrators and operators shall:

- a. Release approved messages to applicable personnel groups and monitor and report the status of responses (when required).
- b. Ensure the contact information for DoDEA-affiliated personnel of the DoDEA organization(s) supported by the administrator and operator is correctly uploaded into the DNS.
- c. Use the DNS in accordance with locally coordinated messaging plans established in coordination with military installation emergency and safety management personnel.

2.8. DODEA EMPLOYEES AND DOD CONTRACTOR PERSONNEL OVERSEAS.

DoDEA employees and DoD contractor personnel working on a DoDEA-funded contract overseas must participate in the DNS program. Due to the potential life-safety implications of the information being relayed, DoDEA employees and DoD contractor personnel will:

- a. Provide contact information, including after-duty hours contact information (i.e., home and mobile phone numbers, personal email address, and home address) in the FEPAAS.
- b. Update contact information in the FEPAAS upon any change to the information.
- c. Follow instructions received in messages from a supporting military installation command mass warning and notification system and the DNS.

SECTION 3: PROCEDURES

3.1. ESTABLISHMENT OF THE DODEA NOTIFICATION SYSTEM. The DNS is established in each DoDEA primary organizational element: the DoDEA HQ, each regional office, each district office, and in each school. This employment method enables the DoDEA leaders in each of these organizations to provide emergency and non-emergency messages to their associated DoDEA-affiliated personnel in a timely manner through various messaging sources.

a. The DNS requires the uploading of DoDEA-affiliated personnel contact information. DoDEA employees and DoD contractor personnel working on a DoDEA-funded contract overseas are required to provide contact information in accordance with DoD Instruction 6055.17. Parents of students enrolled in a DoDEA school may elect to ‘opt-out’ of receiving messages from the system by informing the school registrar of this preference.

b. When military installation commands operate a mass warning and notification system that serves the same purpose as the DNS, the military installation command messaging system takes precedence over the DNS during emergency events. In such cases, the DNS may be used in support of the military installation messaging system to provide additional DoDEA-specific information and guidance required for DoDEA-affiliated personnel.

3.2. USE OF THE DODEA NOTIFICATION SYSTEM.

a. The DNS provides DoDEA organizational leaders the ability to provide information and directions to DoDEA-affiliated personnel before, during, and after emergency events. Emergency events include:

- (1) Events presenting an imminent threat to life or property.
- (2) Manmade or natural disasters.
- (3) Authorized and ordered evacuations.
- (4) Public health emergencies.
- (5) Other emergency events deemed appropriate by the cognizant DoDEA organizational leader.

b. The DNS also provides DoDEA organizational leaders a tool to communicate non-emergency, event-related information (e.g., school closures, after-school-event cancellations, and school event information).

3.3. EMERGENCY MESSAGE TEMPLATES. Emergency message templates are established in the DNS. The same message templates are provided in Appendix 1: DoDEA Notification System Emergency Message Templates of this Issuance. The templates are

designed to facilitate the timely, accurate, and complete provision of emergency information to DoDEA-affiliated personnel impacted by an emergency event. Variation from the message templates must have the prior approval from DNS Program Manager.

3.4. SYSTEM ADMINISTRATOR AND OPERATOR TRAINING. DNS administrator and operator training is coordinated by the DNS Program Manager. Training is available through a variety of training methods to include on-site instruction, video teleconference (VTC), phone conferencing, online, and through written and slide products.

- a. Initial DNS administrator and operator training is required within one week of appointment.
- b. DNS administrator and operator sustainment training is conducted semi-annually or as required by the DNS Program Manager.

3.5. UPLOADING PERSONNEL CONTACT INFORMATION IN THE DODEA NOTIFICATION SYSTEM.

a. DoDEA employee contact information will be uploaded into the DNS from the FEPAAS. Parent contact information will be uploaded into the DNS from the DoDEA School Information System (SIS). By exception, DNS operators can enter (or update) employee and parent contact information directly into the DNS.

b. At least quarterly, DNS operators will:

(1) Review and facilitate the update (as required) of employee and parent contact information in the DNS.

(2) Ensure all test or exercise messages sent from the DNS begin with “TEST-TEST-TEST” or “EXERCISE-EXERCISE-EXERCISE” in the message header to ensure personnel are immediately able differentiate between real-world and test/exercise messages.

c. Log into the DNS at least once every thirty (30) days to keep DNS accounts active/valid.

GLOSSARY

G.1. ACRONYMS.

| | |
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| DNS | DoDEA Notification System |
| FEPAAS | Fourth Estate Personnel Accountability and Assessment System |
| HQ | Headquarters |
| PII | Personally Identifiable Information |
| SIS | Student Information System |
| VTC | video teleconference |

G.2. DEFINITIONS. Unless otherwise notes, these terms and their definitions are for the purpose of this Issuance.

crisis. A time of intense difficulty, trouble, or danger.

DoDEA-affiliated personnel. DoDEA employees, parents of students enrolled in a DoDEA school, and DoD contractor personnel working on DoDEA-funded contract overseas.

disaster. A sudden event, such as an accident or a natural catastrophe, that causes great damage or loss of life.

emergency event. A forecasted or actual situation, natural or manmade that poses an immediate or near-term risk to life, property, operations, or the environment.

FEPAAS. Standardizes a method for the Fourth Estate to account, manage, and monitor the recovery process for personnel affected and/or scattered by a wide-spread catastrophic event. FEPAAS provides valuable information to all levels of the Fourth Estate chain of command, allowing leadership to make strategic decisions which facilitate a return to stability.

DoD contractor. An employee of a private firm, corporation, partnership, association, or other non-federal entity that enters into a contract directly with DoDEA to furnish services, supplies, or construction, and is working in and/or on a DoDEA OCONUS facility, including commercial facilities. Foreign governments, representatives of foreign governments, or foreign corporations wholly owned by foreign governments that have entered into contracts with DoD are not defense contractors.

DoDEA SIS. The DoDEA SIS is the electronic data collection system for all student demographic data, such as name, age, and date of birth, as well as contact information for the sponsor/parent and other contacts.

REFERENCES

DoD Instruction 3001.02, "Personnel Accountability in Conjunction With Natural or Manmade Disasters," May 3, 2010

DoD Instruction 6055.17, "DoD Emergency Management (EM) Program," February 13, 2017, as amended

United States Code, Title 29, Section 701 et seq. (also known as "Section 503 of The Rehabilitation Act of 1973, as amended")

APPENDIX 1

DODEA NOTIFICATION SYSTEM EMERGENCY MESSAGE TEMPLATES

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|-------------------------|--|
| | <p>* These templates are to be used with current DoDEA emergency protective measures.</p> |
| EVACUATION | <p>This template can be tailored for the following events; lock downs, shelter-in-place, etc.</p> <p>WEB TEXT/EMAIL/VOICE: EVACUATION - EVACUATION: An immediate evacuation of _____ (list school or areas that need to be evacuated) is required due to _____ (list reason for evacuation). School personnel and students will be evacuated to (Primary/Alternate Evacuation Site location) at (time). Follow the instructions of installation emergency and school personnel. Please limit phone use to ensure phone lines are available for emergency messaging. Standby for additional messages and go to the (School Facebook page) or other local sources for additional information. End of message</p> |
| SCHOOL CLOSED | <p>Use the following for events that closes the school or cancellation of classes after school begins.</p> <p>WEB TEXT/EMAIL/VOICE: SCHOOL CLOSED - SCHOOL CLOSED: Due to _____ (insert the reason for the closure) the (school name) will be closed as of 00:00 AM/ PM (optional)] [day, month date, year]. Please limit phone use to ensure phone lines are available for emergency messaging. Standby for additional messages and go to the (School Facebook page) or other local sources for additional information. End of message</p> <p style="text-align: center;">OR</p> <p>WEB TEXT/EMAIL/VOICE: CLASSES CANCELLED: Due to _____ (insert the reason for the closure) Classes are cancelled and all but essential operations are suspended beginning at _____ (insert the time closure begins), until further notice. Please limit phone use to ensure phone lines are available for emergency messaging. Standby for additional messages and go to the (School Facebook page) or other local sources for additional information. End of message</p> |
| REUNIFICATION | <p>Used when parents are required to pick up their students in a formalized, controlled release after an emergency event.</p> <p>WEB TEXT/EMAIL/VOICE: REUNIFICATION: The school has been evacuated. Students can be picked up at Primary/Alternate Evacuation Site (location and time). Please bring your identification. End of message</p> |
| OFF CAMPUS ALERT | <p>Used during school sponsored events away from school campus.</p> <p>WEB TEXT/EMAIL/VOICE: OFF CAMPUS EVENT: An incident has occurred involving an off campus activity with _____ (identify school, activity). An informational/reunification site will be established at (location) for this event. Please limit phone use to ensure phone lines are available for emergency messaging. Standby for additional messages and go to the (School Facebook page) or other local sources for additional information. End of message</p> |

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| ALL CLEAR | <p>Use when situation has been resolved.</p> <p>WEB TEXT/EMAIL/VOICE: ALL CLEAR - ALL CLEAR: The _____ (specify the type of emergency) emergency has ended. Please standby for further instructions. Go to (School Facebook) page or other local sources for additional information. End of message</p> |
| EXERCISE | <p>Use this template to send exercise messages.</p> <p>WEB TEXT/EMAIL/VOICE: EXERCISE – EXERCISE – EXERCISE: This is an exercise of (School Name) DoDEA Notification System. This is only an exercise. In the event of an actual emergency, you would be given brief details and directed to visit (School Facebook) or other local sources for additional information and instructions. If you have received this message in error or have difficulty with the transmission of this call, please send email to (School POC). Thank you for participating in the (School Name) DoDEA Notification System. End of message</p> |